Friendly User's Guide to Kurzweil 3000

Learn how to read at your own pace with useful tools all done on one computer program.

Heidi St.Onge

Author and Illustrator: Heidi St.Onge.

Contact Information:
Cell: 514-718-6562

E-mail Address:
hstonge@videotron.ca

Address:
2361 Lotbinière,
St.Lazare, Québec
J7T 2Z5

Copyright © 2009 by Heidi St.Onge
All Rights reserved.

Trademarks: Friendly User's Guide to Kurzweil 3000 is a registered trademark of Kurzweil Educational Systems, Inc.

ISBN number: 1486350279

Acknowledgements

As author and illustrator of my book, "Friendly User's Guide to Kurzweil 3000", I would like to personally thank Ray Kurzweil for inventing Kurzweil 3000, a reading, study skill and writing computer program.

My personal experience with this program motivated me to design a simplar version of the Kurzweil 3000 training manual. My editors, Catherine Ross and Kathy Toohy were strong promoters of this special project.

Table of Contents

Chapter 1

Summary of the Gray Toolbar page 1
File Icon on the Gray Toolbar page 2 to page 3
Edit Icon on the Gray Toolbar page 4 to page 5
Scan Icon on the Gray Toolbar page 6 to page 7
Read Icon on the Gray Toolbar page 8 to page 9
View Icon on the Gray Toolbar page 10 to page 12
Tools Icon on the Gray Toolbar page 13 to page 15
Reference Icon on the Gray Toolbar page 16
Window Icon on the Gray Toolbar page 17
Online Icon on the Gray Toolbar page 18
Help Icon on the Gray Toolbar page 19

Chapter 2

Summary of the Red or Main Toolbar page 20
New Icon on the Red or Main Toolbar page 21
Open Icon on the Red or Main Toolbar page 21
Save Icon on the Red or Main Toolbar page 21
Print Icon on the Red or Main Toolbar page 21
Scan Icon on the Red or Main Toolbar page 21
Read Icon on the Red or Main Toolbar page 22
Pause Icon on the Red or Main Toolbar page 22
Definition Icon on the Red or Main Toolbar page 22
Synonym Icon on the Red or Main Toolbar page 22
Syllables Icon on the Red or Main Toolbar page 22

Chapter 3

Summary of the Yellow or Reading Toolbar page 23
Voice Icon on the Yellow or Reading Toolbar page 24
Words Per Minute on the Yellow or Reading Toolbar page 24
Zoom on the Yellow or Reading Toolbar page 24
Pages on the Yellow or Reading Toolbar page 25

Chapter 4

Summary of the Green or Study Skills Toolbar page 26
Erase Icon on the Green or Study Skills Toolbar page 27
Highlight on the Green or Study Skills Toolbar page 28
Footnote on the Green or Study Skills Toolbar page 29

Chapter 5

Summary of the Blue or Writing Toolbar page 30
Font Icon on the Blue or Writing Toolbar page 31

Font Size Icon on the Blue or Writing Toolbar page 31
Appearance of text Icon on the Blue or Writing Toolbar page 31
Alignment Icon on the Blue or Writing Toolbar page 32
Spacing Icon on the Blue or Writing Toolbar page 33
Spell check on the Blue or Writing Toolbar page 34

The Gray Toolbar

This toolbar consists of the basic functions of Kurzweil 3000.

Its layout has been designed to facilitate learning for users of all ages.

Essential tools for scanning, reading and viewing are but a few that can be found when using the gray toolbar.

The Gray Toolbar

File

File

New =

1.Text File

2.Image File,

Open

Close

Save

Save As

Save Page Range,

Configure Library

Import

Export

Extract Annotations

Extract Highlights to Column Notes

Extract Column Notes to Outline

Extract Text

Join

The Gray Toolbar

Open with Editor =

1.Microsoft WordPad

2.Microsoft Word

Send To =

1.Recipient (As Text)

2. Recipient (As Attachment)

Print

Properties

Audio Files =

1.Create Audio Files

2.Audio Spooler Monitor

Recent Files = varies as to what has been opened in Kurzweil

Change User

Exit

The Gray Toolbar

Edit

Edit

Copy

Paste

Select All

Image Selector

Insert Page Break

Line Spacing =

1.Single

2.Double

3.Triple

Text Alignment =

1. Left

2. Center

3. Right

Insert Picture

Picture Properties

Field Text

The Gray Toolbar

Enable Editing

Move Existing Page

Correct Recognition =

1. Change Underlying Word
2. Edit Underlying Text

Find =

1. Text
2. Object
3. Replace Text
4. Homophone 2
5. Confusable 2

The Gray Toolbar

Scan

Start New Scan

Rescan

Insert Page

Insert Image

Delete Page

Corrections

Re-Recognize Page

Use Color

Double Sided

Two Page Mode

Scan Repeatedly

Scanner Setup =

1. Select Scanner
2. Scanned Page Size
3. Scanner Optimization

The Gray Toolbar

Image Fill =

1. White
2. Black
3. Other

Zone Editor

Header and Footer Editor

The Gray Toolbar

Read

Back

Start Reading

Forward

Reading Speed =

1. Increase

2. Decrease

Silent Reading

Read Mode =

1. Continuous

2. Self-Paced

3. Word by Word

Read Unit =

1. Word

2. Phrase Line

3. Sentence

4. Paragraph

5. Heading

The Gray Toolbar

6. Highlight

Languages =

1. English
2. Spanish
3. French
4. German
5. Italian
6. Portuguese
7. Finnish

Read the Web

The Gray Toolbar

View

Fix to =

1. Text Width
2. Text Height
3. Width
4. Height
5. Page

Zoom =

1. In 10%
2. Out 10%
3. To 100%
4. To my Zoom

Rotate =

1. Left
2. Right
3. Invert

The Gray Toolbar

Page =

1. First
2. Last
3. Previous
4. Go To
5. Set Number

Thumbnails =

1. Page Thumbnail
2. Thumbnail View

Thumbnail Size =

1. Jumbo
2. Largest
3. Large
4. Medium
5. Small
6. Smallest

Page View =

1. Remember
2. Forget

The Gray Toolbar

Annotations =

1. Show Notes
2. Show Voice Notes
3. Show Highlighting
4. Show Circles
5. Show Bookmarks

Magnify Spoken Word

The Gray Toolbar

Tools

Highlight =

1. Erase
2. Yellow Highlight
3. Green Highlight
4. Blue Highlight
5. Pink Highlight
6. Orange Highlight
7. Gray Highlight
8. Red circle
9. Blue Circle
10. Homophone 2
11. Confusable 2

The Gray Toolbar

Note =

1. Add Footnote
2. Add Sticky Note
3. Add Bubble Note
4. Add Text Note
5. Close Footnote
6. Add Voice Note
7. Delete Note
8. Default Note Options

Bookmarks

Spell Check

Ranked Spelling

Vocabulary Lists

Fill in the Blanks

Pronunciations

Usage Log

Options

Lock Features

The Gray Toolbar

Customize =

1. Toolbars

Apply Toolbar Set =

1. 0Classic
2. 1Basic
3. 2Content Reading
4. 3Documentation Preparation
5. 4Fluency Training
6. 5Language Learning
7. 6Pleasure Reading
8. 7Proof Reading
9. 8Study Skills Training
10. 9Test Preparation
11. 10Test Taking
12. 11Vocabulary Building and Right Mouse Button

Right Mouse Button

The Gray Toolbar

Reference

Select Word =

1. Definition
2. Synonym
3. Syllable
4. Encarta Look-up
5. Picture

Look Up Word I Type

Spell Word

Select Dictionary =

1. Choose the dictionary that you want

Picture Dictionary =

1. None
2. Setup

The Gray Toolbar

Window

Cascade

Tile Horizontally

Tile Vertically

Arrange Icons

Close =

1. All Windows
2. Reference Windows

The Gray Toolbar

Online

Search For Books

Search For Magazines

Online Reference Lookup

Online Reference History

News From KESI

Updates

The Gray Toolbar

Help

Help Topics

Next Tip of the Day

Previous Tip of the Day

How to Videos

Update Registration Info

About Kurzweil 3000

The Main or the Red Toolbar

The commands within this toolbar relate to the scanning of documents and reading tools.

Any written material such as books, essays etc. can be transferred into Kurzweil 3000 and set up to be read to people of any age.

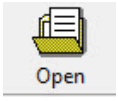
The Main or the Red Toolbar

New

Click **New** if you want to write an essay or have a reading document read to you.

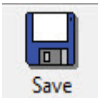
Open

Click **Open** to open a document you wrote or a reading document so Kurzweil 3000 can read it.



Save

Click **Save** to save your document in Kurzweil.

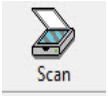


Print

Click **Print** to print the text you wrote or the highlighted parts of the document.

Scan

Click **Scan** to be able to scan your papers into Kurzweil 3000 so you can have the document read back to you.



The Main or the Red Toolbar

Read

When you click **Read** it starts the reading of your text or document.

Pause

When you click **Pause** Kurzweil stops reading and it will automatically show where you have stopped.

Definition

Highlight the word that you don't understand and click **Definition**.

Synonym

Highlight the word you want to find a similar meaning for and click **Synonym**.

Syllables

Highlight the word that you want to break down so it is easier to pronounce and then click **Syllables** .

The Reading or the Yellow Toolbar

The yellow toolbar allows the user to choose various features related tothe reading of the printed material.

The voice characteristics, speed of reading and size of words are a fewof the options to select from.

The Reading or the Yellow Toolbar

Voice

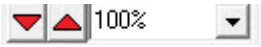
1. Find the drop down menu that says WW Kate?
2. Click on the down arrow to choose the reading voice.

Words per Minute

1. The first set of up and down arrows determine how fast or slow you want Kurzweil 3000 to read to you.
2. Start at 120 words per minute and that will determine whether to make the program read faster or slower.
3. Type in the number of words per minute you want the program to read to you.

Zoom

1. Do you want the words on the page smaller or larger?
2. The second set of arrows helps you determine the size of your text.
3. Click the up arrow to make the text look bigger.
4. Click the down arrow to make the text look smaller.



The Reading or the Yellow Toolbar

Pages

1. The white bar shows what page you are on.
2. The grey bar shows the total number of pages for that document.
3. Click the up arrow to go to the next page.
4. Click the down arrow to go back a page.

The Study Skills or Green Toolbar

The green toolbar displays commands used for study skills.

The focus is on the use of an eraser, highlighters as well as the encouragement in learning how to use footnotes within Kurzweil 3000.

The Study Skills or Green Toolbar

Erase

1. When you click the **Erase** tool you make it available to use.

2. So when the **Erase** tool is available to use drag over the parts you want to erase from your highlighted sections.

3. When you are done click the **Erase** tool to make it not in use.

The Study Skills or Green Toolbar

Highlighters

1. Click one of the following highlighters: **yellow**, **green** , **cyan** or **magenta** .

2. Drag over the section of the text that you want to highlight.

3. When done, click on one of the color highlighters.

4. Highlighted text may also be printed.

1. Just simply highlight the text again.

2. Right click copy

3. Go into Word and right click paste.

4. Click File >Print > OK

The Study Skills or Green Toolbar

Footnote

If you want to write a note about a page or particular section, it can be done electronically.

1. Click at the end of the section where you want to make a footnote.

2. Click on **Footnote** to make it available to use.

3. A white box will appear and you can type in a short summary of that page or paragraph.

4. Click the X to close the footnote.

5. A number will appear starting with how many footnotes you have.

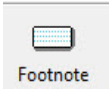
6. Double click on the number to add information or right click and delete if information is no longer needed.

7. Highlight the parts in the white box.

8. Right click Copy.

9. Open a Word document and click Paste.

10. Choose File > Print > OK.

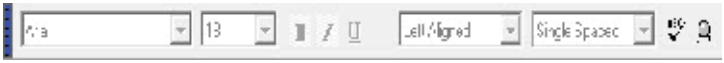


The Writing or Blue Toolbar

This toolbar focuses mainly on the qualities of the writing tool.

Features such as writing fonts, word alignment and paragraph spacing are easily accessible and simple to implement by the user.

The Writing or Blue Toolbar



Font

Do you want your text to look different?

Arial is the default font.

1. Click on the down arrow that has **Arial** in the white box to choose a font.

Font Size

How small or large is your text?

18pt is the standard font size.

1. Click on the down arrow to change the size of the font.

Appearance of text

Is the text normal, bold, italic or underlined?

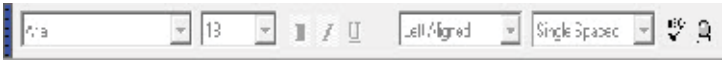
1. Click on the **B** to make your text bold.

2. Click on the **I** to make your text italic.

3. Click on the **U** to make your text underlined.

4. Click again on the one you chose to make it unavailable.

The Writing or Blue Toolbar



Alignment

Decide whether to left align, right, center or justify.

Click on the **Left Aligned** drop down menu and choose how you want your text aligned.

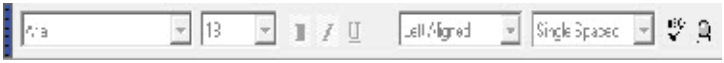
1. Click **Left Aligned** to make your text start aligning on the left of the page.

2. Click **Right Aligned** to make your text start aligning on the right of the page.

3. Click **Center Aligned** to make your text start aligning in the middle of the page.

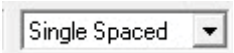
4. Click **Justified Aligned** to make your text appear justified on the page.

The Writing or Blue Toolbar



Spacing

How are your paragraphs spaced: Single, 1.5, Double, At Least, Exactly or Multiple? The standard spacing is **Single Spaced**.

Click on 

to choose how you want your text to be spaced in your paragraphs.

1. Click on **Single Spaced** so there is no space in between lines.

2. Click on **1.5 Spaced** so there will be 1.5 spacing between lines.

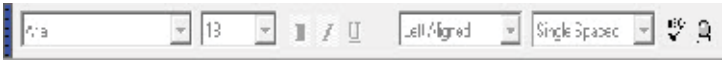
3. Click on **Double Spaced** so there is one blank line between the lines.

4. Click on **At Least Spaced** so there is at least space between lines.

5. Click on **Exactly Spaced** so there is exactly space between lines.

6. Click on **Multiple Spaced** so there are multiple spaces between lines.

The Writing or Blue Toolbar



Spell Check

Click on to be able to check and correct your spelling mistakes.

Index

D
Definition 22

E
Editing 4-5
Erase 27

F
Filing 2-3
Fonts 31
Footnotes 29

H
Help 19
Highlighting 28

N
New Document 21

0
Online 18
Open Document 21

P
Pages 25
Pause 22
Print 21

R
Read 22
Reading 8-9
Reference 16

S
Save 21
Scan 6-7
Scan Icon 21
Spacing 33
Spell Check 34
Syllables 22
Synonyms 22

T
Text Alignment 32
Text Appearance 31
Tools 13-15

V
Viewing 10-12
Voice 24

W
Window 17
Words per Minute 24

Z
Zoom 24

Keeners will succeed

Useful tools to help with reading comprehension

Really easy to get the concept

Zoom levels to view your text

Wonderful study tools

Everyone can learn how to read

Imagine having a personal reader

Learn all of this on a computer program

"I have been giving tutorials on this program for a year and it is quite rewarding to help someone."

1486350279